

BOWEN-THOMPSON STUDENT UNION GENERAL POSTING POLICY

Fliers and posters may only be placed on bulletin board spaces. Anyone wishing to post materials on this space must have the materials marked with an approval stamp by an Information Center staff person. Posting on walls and/or on glass surfaces is not permitted.

Requirements for approval are:

1. The event must be held on campus.
2. The event must be open to the campus community.
3. The event must be sponsored by a registered student or campus organization or department.
4. Neither alcohol nor tobacco can be advertised.
5. Fliers/posters may be no larger than 8 ½ X 11".
6. The flier/poster must include the event name, date, time, location, sponsor, and a contact phone number.

Exceptions may be given for community events of broad interest (e.g., Black Swamp Arts Festival). Other exceptions may be granted at the discretion of the Bowen-Thompson Student Union Assistant Director for Information Services, located at the Information Center.

Personal items for sale (e.g., books, computers, cars, etc.), roommate searches, apartment searches, local bar ads, and events not open to all students may not be posted.

BOWEN-THOMPSON
STUDENT UNION



419-372-9000

www.bgsu.edu/offices/sa/union

BOWEN-THOMPSON
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BGSU

Handbills

General Policy

The Bowen-Thompson Student Union recognizes the need for University departments, campus organizations and student organizations to disseminate and share campus information.

The following information is provided to assist groups who wish to use handbills as a vehicle of advertising and marketing programs and events.

Permissions/Procedure*

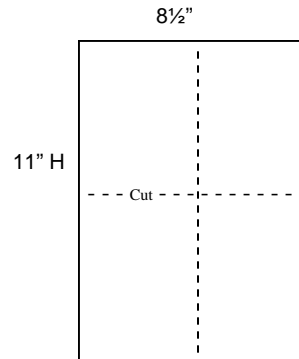
1. Only University departments and registered student or campus organizations are permitted to display handbills.
2. Handbill space is available on a first come, first serve basis.
3. To be approved, the event must be held on campus, must be open to the general campus community, must be for a specific event or activity, and a valid contact name and phone number must be included on the handbill. Neither alcohol nor tobacco may be advertised.
4. All handbill approvals must be obtained at the Information Center at the Bowen-Thompson Student Union. Handbills must be delivered to the Information Center by noon on the first day of the display period; if not, the sponsor's reservation may be subject to cancellation. Bring two copies of the proposed handbill prior to printing. One copy will be kept on file at the Student Union. The second copy will be stamped and returned to the group as proof of handbill approval.
5. The Bowen-Thompson Student Union has the right to refuse any materials that do not support the goals and objectives of the Bowen-Thompson Student Union, the Division of Student Affairs, or the University community.

6. All handbills will be placed on Falcon's Nest tables by Student Union staff. Handbills will be removed when the activity is over or at the end of the seven-day reservation period, whichever comes first.
7. Handbills may **ONLY** be displayed in the Falcon's Nest.
8. Only one design per department/organization is permitted per week. A total of six events can be advertised each week.
9. Handbills may be displayed for a period of one week per department/organization. The Bowen-Thompson Student Union reserves the right to adjust the display time for each handbill, depending on the event date advertised and the number of handbill requests.
10. Consecutive week reservations for the same event will not be permitted.

*Exceptions to these rules may be granted by the Bowen-Thompson Student Union Administration. Please see Dining Services in the Centrex Building for table tent and posting policies in other campus dining areas.

Design Requirements

The size of the handbill should be 5 ½" X 4".



Printing A Handbill

Once you have obtained handbill approval, handbills may be printed at Stamper's Mail and Copy Shop on the 2nd floor of the Bowen-Thompson Student Union.



Stamper's carries a wide array of paper colors and they can print and cut the handbills in a short time.

No more than 75 handbills (per design) may be posted at any one time.

HELPFUL TIPS AND HINTS...

- 1) **DO NOT PRINT YOUR HANDBILLS UNTIL YOU HAVE CONTENT APPROVAL.**
- 2) **MAKE SURE YOU CHECK AND THEN DOUBLE CHECK ALL DATES, TIMES, AND SPELLING PRIOR TO PRINTING.**
- 3) **START EARLY. MAKE SURE YOU ALLOW TIME FOR THE APPROVAL PROCESS AND THE PRINTING PROCESS. IT IS GOOD TO START THIS PROCESS AT LEAST ONE WEEK IN ADVANCE OF HAVING THE HANDBILLS POSTED.**
- 4) **KEEP MESSAGES SIMPLE. HANDBILLS ARE PIECES THAT ARE VIEWED QUICKLY. THE MORE YOU ASK THE VIEWER TO READ, THE LESS LIKELY IT IS THAT YOUR MESSAGE WILL BE REMEMBERED.**